

United States Environmental Protection Agency <b>POSITION DESCRIPTION COVERSHEET</b>		1. DUTY LOCATION Seattle WA		2. POSITION NUMBER 59834	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position <i>OPM handbook of Occupational Groups and families, Series definition for General Business and Industry, GS-1101, Jan 99, HAGEL, TS-88, 9190-C31 OPM 1/10</i> <i>to DBS, GS-107, 8/91; PCS for Contracting Series, GS-1102, TS-71, 12/83</i> <i>Position Classification Flysheet for Grants Management Series, 1109, 11/10</i>					
Official Allocation	MANAGEMENT <i>Grants Specialist</i>	c. Pay Plan	d. Series	e. Grade	f. CLC
4. Supervisor's Recommendation	Grants Specialist	GS	1102	12	01
5. ORGANIZATIONAL TITLE OF POSITION (if any)		GS	1101	12	
7. ORGANIZATION (Give complete organizational breakdown)		6. NAME OF EMPLOYEE John Schaub			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		e.			
b. Office of Management Programs		f.			
c. Grants Administration Unit		g.			
d.		h. Employing Office Location Seattle, WA			
		i. Organization Code 91027002			
8. SUPERVISORY STATUS					
<input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead. Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Armina Nolan, Manager			d. Typed Name and Title of Second-Level Supervisor Julie Hagensen, ARA		
b. Signature <i>Armina Nolan</i>		c. Date 5/6/10	e. Signature <i>Julie Hagensen</i>		f. Date 5/6/10
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input type="checkbox"/> This position has no promotion potential <input checked="" type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade: 12					
b. PSB Risk Designation <input type="checkbox"/> 1 Low <input type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input type="checkbox"/> No		c. Financial Disclosure Form <input type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required		d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
e. FLSA Determination <input checked="" type="checkbox"/> NONEXEMPT <input type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive		f. Functional Classification Code			
g. Bargaining Unit Code 9995	h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties ( ___ % of time) <input type="checkbox"/> This position is subject to random drug testing ( )		i. Classifier's Signature <i>M. Rodriguez</i>		j. Date 05/11/10
11. REMARKS FLSA changed based on agency review.					

## Grants Specialist GS-1101-12

The Grants Administration Unit is responsible for policy for all assistance programs, for developing assistance regulations; reviewing proposed legislation, regulations, directives and guidance to assure consistency with Agency policy; coordinating with the Office of Inspector General, Office of General Counsel, Headquarters program and regional offices, and other departments and agencies as appropriate. The Unit provides quality assistance information and training and assistance to EPA personnel, recipient organizations, Federal agencies and State and local officials regarding assistance requirements and procedures.

### **Major Duties:**

The incumbent serves as a Grant Specialist for the Grants Administration Unit (GAU). The incumbent is responsible for full "cradle to grave" administrative management for a limited number of assistance agreements.

For the assistance agreements assigned, responsibilities include providing pre-application assistance; evaluation and correction (in coordination with the Project Officer and Grantee) of application to ensure regulatory and statutory compliance; administrative processing of the award; maintenance of financial records; review of financial status reports for conformance to policy and regulations; administrative close-out of the assistance agreements. A Grant Specialist will mentor the entry level Grant Specialist in reviewing funding packages and post-award monitoring of assistance agreements, and will evaluate final documents for adherence to regulations, etc., providing feedback to the entry level Grant Specialist.

Serves as a grants specialist, responsible for providing advice, guidance and interpretation of EPA grant policies and regulations to grantee, project officer, program staff, and other GAU personnel. Responsible for full "cradle to grave" administrative management of complex and unusual categorical grants. Responsibilities include: providing preapplication assistance; review, evaluation and correction of applications to ensure regulatory and statutory compliance; administrative processing of the award; maintenance of financial records; monitoring of payments; evaluating the financial status reports for conformance to policy and regulations; administrative close-out of the grant projects; and determining whether an audit is required. Serves as a focal point within assigned area(s), responsible for "cradle to grave" business management of delegated assistance and IAG programs and projects. The incumbent performs legal and administrative reviews of all assistance applications, determines compliance with applicable statutes, regulations, policies and procedures following sound business judgment and good administrative practice. Provides individually or obtains from expert sources, interpretation and clarification of assistance related statutes, regulations and policies for financial assistance agreements. Leads or assists program managers in resolution of often complex assistance and/or IAG management problems. Acts as a liaison to State and municipal governments, educational institutions, non-profit organizations, program managers and project officers in serving their assistance management needs and in planning future assistance or IAG projects. Conducts research as necessary to provide these services. This responsibility includes keeping abreast of changes in regulations and determining the impact of those changes on Region 10.

Provides continuing day-to-day support to grantees, program staff, project officer, Operations Offices, and other GAU personnel on grant and financial management. Performs pre-award phase duties including: participate in development of application materials and instructions; conduct or participate in pre-application conferences, technical assistance and training workshops; respond to applicant administrative questions and resolves issues; coordinate with program contacts to ensure competition in recipient selection where appropriate; conduct or participate in pre-award reviews of applicant business management systems; perform and document evaluative review of assistance applications for compliance with statutory and regulatory requirements including applicant eligibility; perform and document cost reviews of proposed application budgets to ensure costs proposed are allowable, allocable and adequately supported per OMB cost principles and agency policy; verify applicant indirect cost rates proposed are properly supported and applied; verify accuracy and source of matching share; coordinate issue resolution with professional and/or senior staff, policy specialist, accountants, attorney advisors or others as appropriate; individually, or as a member of a team, inform and negotiate with applicant and program officials to resolve problems and deficiencies; perform pre-award tasks in the Integrated Grants Management System and

ensure IGMS/GICS data integrity for assigned grants and IAGs; provide authoritative assistance and training on pre-award duties to lower graded GAU staff.

This support includes: identification of and resolution of impending problems in grants management; development of new approaches and techniques to administer grants; and trouble-shooting complex and controversial problems with regard to EPA policy or program guidance. Responds to inquiries requiring extensive research into grants projects and in the interpretation of grants regulations, policies, and procedures. Reviews and comments on proposed regulation revisions.

Performs award phase duties including: comply with grants management responsibility under the "Timely Awards Policy;" review and evaluate program funding request packages (FRP) to ensure all elements meet statutory, regulatory and current policy requirements; initial determination of propriety of selected funding mechanism and ensure distinctions between assistance relationships (grants and cooperative agreements) and acquisition relationships (contracts) are maintained; determine validity of statutory grant making authority, program designation, delegation of authority and funding source; perform fiduciary check and balance review of decision memorandum and program justifications; verify the availability of funds presented in the FRP; coordinate issue resolution with professional and/or senior staff, policy specialist, accountant, attorney advisors or others as appropriate; ensure the award contains all applicable administrative and program conditions and any special conditions for "high-risk" recipients; develop or assist GAU and program staff in developing terms and conditions for proper management of assistance agreements and IAGs; prepare the full range of award/amendment documents using the Integrated Grants Management System and ensure IGMS/GICS data integrity for assigned grants and IAGs; assure compliance with the Congressional Notification requirements; provide authoritative assistance and training on award phase duties to lower graded GAU staff.

Performs post-award monitoring duties including: assure countersigned award agreement is received within prescribed time; perform and report baseline monitoring of compliance with terms and conditions; payments and unliquidated obligations, recipient reporting, assess need for audit and resolution of audit findings, assess need for changes to the agreement; establishes and maintains continuous communications with recipient organizations in assigned areas; participates as lead or member of a team in the performance of evaluative on-site reviews and desk reviews of recipient's business management systems, e.g., procurement, property and financial management systems; participates as lead or member of a team in performing on-site technical assistance and/or management assistance forums; conducts or participates in entrance and exit conferences; prepares all or assigned portion of evaluation report, negotiates, develops and monitors completion of corrective action plans with recipient officials and ensures correction of deficiencies or recommends appropriate sanctions; performs post-award tasks in the Integrated Grant Management System and ensure IGMS/GICS data integrity for assigned grants and IAGs; performs annual file reviews of program office portion of official assistance file; maintains or ensures maintenance of the official administrative file ensuring that the file contains all required materials, records and documentation

Performs closeout duties including: assure timely closeout of assistance agreements and IAGs; train and assist recipient organizations in the proper completion of Financial Status Reports (FSRs); review and evaluate FSRs for compliance with matching share requirement, negotiated indirect cost rates and adherence to current FSR policies and procedures; coordinate with the Financial Management Office and recipient to reconcile FSR unliquidated balances with the EPA accounting system; determine appropriate disposition of remaining funds and assure compliance with current carryover rules and policy; provide property/equipment disposition instructions to recipients as appropriate; secure required project officer certifications, property/equipment inventory reports, DBE utilization reports, single audit reports and other submittals required for closeout; assist or coordinate with senior staff, policy specialists, accountants, attorney advisors and program officials in resolving complex and/or controversial closeout issues and/or audit findings and recommendations; prepare closeout documents; perform closeout tasks in the Integrated Grants Management System and ensure IGMS/GICS data integrity for assigned grants and IAGs; provide authoritative advice and training on closeout duties to lower graded GAU staff.

Performs intermittent duties of the Grants Management Program including: participate in providing formal and informal training to regional project officers and program managers; participate and prepare presentations, reports or prepare record of meeting for the Grants Customer Relations Council and other communication forums; participate in teams, workgroups or assist GAU staff in the development of new or improved policy and/or procedures for the

consistent and effective operation of the grants management program; define assistance management problems for which no precedent is established nor policy exists; analyze and identify areas where policy or procedure development or interpretation are needed and recommend solutions(s) to appropriate GAU staff and the Section Chief; prepare reports from grants management and other data sources and perform analyses of data in conducting daily grants management tasks or in assistance to senior staff and program officials in managing federal assistance programs, e.g. EMT report.

Provides backup support for other Grants Specialists and the IGMS Coordinator and performs other duties as assigned.

**FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION**  
**Level 1-7 -- 1250 Points**

Knowledge, Skills and Abilities required for this position:

Knowledge of a wide range of concepts, principles, practices and methodology of professional or administrative occupation sufficient to resolve complex problems involving grants management, such as developing and implementing or covering diverse grants management issues; perform complex procedures that are required using specialized methods or techniques.

Knowledge of the IGMS and agreement management and administration of the various assistance/interagency agreement data. Knowledge of the data base systems, knowledge of all Regional grant programs, policies, and procedures from pre-award through closeout.

Knowledge of assistance agreement management practices, processes, and methods and their application to EPA programs. Work assignments will be made based on experience and skills.

Knowledge of standard business methods and management practices and their application to the evaluation of grantee proposals.

Ability to communicate clearly, concisely, and diplomatically with grant recipients and program staff. Interest in helping and cooperating with others. Ability to listen, solve and prevent problems and view issues objectively.

**FACTOR 2 - SUPERVISORY CONTROLS**  
**Level 2-4 -- 450 Points**

The supervisor outlines overall objectives and available resources. The employee and supervisor, in consultation, discuss timeframes and scope of the assignment including possible stages and approaches. The employee is responsible for planning and carrying out assignments; resolving conflicts which arise; and keeps the supervisor informed of progress and potentially controversial problems, concerns, issues, or other matters.

The supervisor reviews completed work for soundness of overall approach, effectiveness in meeting requirements or producing expected results, the feasibility of recommendations, and adherence to requirements. The supervisor usually does not review methods used.

**FACTOR 3 - GUIDELINES**  
**Level 3-4 -- 450 Points**

The employee uses guidelines and precedents that are very general regarding agency policy statements and objectives. Guidelines specific to assignments are often scarce, not applicable, or have gaps in specificity that require considerable interpretation and/or adaptation for application to issues and problems. The employee is required to use resourcefulness, initiative, and judgment based on experience to deviate from or extend traditional methods and practices in developing solutions to problems where precedents are not applicable. The employee

modifies, adapts, and/or refines broader guidelines to resolve specific complex and/or intricate issues and problems.

**FACTOR 4 - COMPLEXITY**

***Level 4-4 -- 225 Points***

Assignments are diverse and require different and unrelated methods or approaches. Work involves performing a variety of grants management duties that require many different and unrelated processes, methods, and problem solving techniques common to the discipline. The employee uses considerable judgment to plan the sequence, direction, and progress of work; and or modify standard methods, practices, or techniques or existing guides to address current and evolving problems or issues.

**FACTOR 5 - SCOPE AND EFFECT**

***Level 5-4 -- 225 Points***

The purpose of the work is to provide technical or administrative guidance on complex or unprecedented issues, unusual conditions, problems or questions relating to grants management. Work involves investigating, analyzing, and evaluating problems and situations involving a wide variety of circumstances or unusual conditions; developing new or improved techniques, criteria, or alternatives to meet requirements involving specific grants, research problems, and issues; and or assessing program effectiveness. The work affects a wide range of agency activities or fundamental matters with potential for far-reaching scope or impact.

**FACTOR 6 - PERSONAL CONTACTS**

***Level 6-3 -- 60 Points***

Contacts include other agencies, contractors, private industry, and public groups, who are likely to embrace points of view and positions that differ from those of the Agency in fundamental ways. Their objectives are likely to differ from program requirements and there may be elements of an adversarial relationship or other obstacles to overcome. This requires greater initiative and persistence in maintaining good working relationships.

**FACTOR 7 - PURPOSE OF CONTACTS**

***Level 7-3 -- 120 Points***

The purpose of contacts are to plan, coordinate, or advise on work efforts, or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.

**FACTOR 8 - PHYSICAL DEMANDS**

***Level 8-1 -- 5 Points***

The work is primarily sedentary, although walking, bending, or lifting may be required during field work.

**FACTOR 9 - WORK ENVIRONMENT**

***Level 9-1 -- 5 Points***

Work is generally performed in an office setting although some field visits may be necessary.

**TOTAL POINTS -- 2790**

### FES Evaluation Statement

The following evaluation is based on the assumption that the duties and factor levels as stated in the PD are true and accurate as signed and certified by supervisor Armina Nolan, Manager, Grants Administration Unit, and second-level supervisor, Julie Hagensen, Assistant Regional Administrator.

TITLE: Grants Specialist	SERIES: GS-1101	GRADE: 12
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ORGANIZATION: R10/QMP/Grants Administration Unit

CLASSIFIER: M. Rodiguez	DATE: 5/11/10
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REFERENCES: (1) OPM Handbook of Occupational Groups and Families, Series Definition for General Business and Industry, GS-1101, Jan. 99; (2) AAGEG, TS-98; 9/90; (3) OPM Introduction to the Position Classification Standards, TS-107, 8/91.

SERIES: The GS-1100s Group includes all classes of positions the duties of which are to administer, supervise, or perform work pertaining to and requiring a knowledge of business and trade practices; characteristics and use of equipment, products, or studies; the collection, analysis and dissemination of information; the establishment and maintenance of contracts with industry or commerce, etc. There is no other series that covers grant management work; therefore, the GS-1101 series is considered appropriate given the nature of the work. In the absence of specific titling instructions and in keeping with past practice on like positions within the agency, the title of Grants Specialist is considered appropriate. In the absence of grade level criteria for the GS-1101 series, the position will be evaluated using the AAGEG.

	FLDS/POINTS	COMMENTS
1. Knowledge Required	1-7 1250 Pts.	Knowledge of a wide range of concepts, principles, and practices in an administrative occupation sufficient to resolve problems involving grants management, such as developing and implementing or covering diverse grants management issues; perform procedures required using specialized methods or techniques. Knowledge of the IGMS and agreement management and administration of the various assistance/interagency agreement data. Basic knowledge of all Regional grant programs, policies, and procedures from pre-award through closeout. Knowledge of assistance agreement management practices, processes, and methods and their application to EPA programs. Knowledge of standard business methods and management practices and their application to the evaluation of grantee proposals. Ability to communicate effectively, both orally and in writing.
2. Supervisory Controls	2-4 450 Pts	Work is assigned in terms of overall objectives and resources available. Incumbent and supervisor, in consultation, discuss timeframes, deadlines, and scope of the assignment. Incumbent independently plans, organizes, and performs the work, determines approach and makes modifications as needed. Work is reviewed for feasibility and effectiveness in meeting the assignment requirements.
3. Guidelines	3-4 450 Pts	Guidelines and precedents are general regarding agency policy statements and objectives. Guidelines specific to assignments are often scarce, not applicable, or have gaps in specificity that require considerable interpretation and/or adaptation for

		application to issues and problems. The incumbent is required to use resourcefulness, initiative, and judgment based on experience to deviate from or extend traditional methods and practices in developing solutions to problems where precedents are not applicable. Incumbent modifies, adapts, and/or refines broader guidelines to resolve specific complex and/or intricate issues and problems.
4. Complexity	4-4 225 Pts	Assignments are diverse and require different and unrelated methods or approaches. Work involves performing a variety of grants management duties that require many different and unrelated processes, methods, and problem solving techniques. Incumbent uses considerable judgment to plan the sequence, direction, and progress of work; and/or modify standard methods, practices, techniques or existing guides to address current and evolving problems or issues.
5. Scope & Effect	5-4 225 Pts	Purpose of the work is to provide administrative guidance on complex or unprecedented issues, unusual conditions, problems or questions relating to grants management. Work involves investigating, analyzing and evaluating problems and situations involving a wide variety of circumstances or unusual conditions; developing new or improved techniques, criteria, or alternatives to meet requirements involving specific grants, research problems, and issues; and/or assessing program effectiveness. The work affects a wide range of agency activities or fundamental matters with potential for far-reaching scope or impact.
6. Personal Contacts	6-3 see # 7	Contacts include other agencies, contractors, private industry and public groups whose points of view and positions differ from those of the Agency in fundamental ways. Their objectives are likely to differ from program requirements, and there may be elements of an adversarial relationship or other obstacles to overcome. This requires greater initiative and persistence in maintaining good working relationships.
7. Purpose of Contacts	7-c 180 Pts	Contacts are for to plan, coordinate, or advise on work efforts, or to resolve problems by influencing or motivating individuals or groups.
8. Physical Demands	8-1 5 Pts	Work is primarily sedentary, although walking, bending, or lifting may be required during field work.
9. Work Environment	9-1 5 Pts	Work is performed in an office setting although some field visits may be necessary.
<b>Total Points:</b>	<b>Points 2790</b>	<b>Conversion: 2755-3150 = GS-12</b>
<b>Special Remarks:</b>		

## Extramural Resources Management Duties Checklist

*This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employee's time, in addition to this checklist, such duties must also be described in the body (major duties area) of the PD.*

Employee Information		Percentage of Time Spent on Extramural Resources Management	
Name	John Schaub		This position has no extramural resources management responsibilities.
Position Number			Total extramural resources management duties occupy less than 25% of time.
Title	Grants Specialist		Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.
Series/Grade	1101/11-12	X	Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.
Organization	US EPA Region 10 OMP/GAU		

When this checklist is used as an amendment to a position description, the following signatures are required:

Supervisor's Signature	Date	
Personnel Specialist's	Date	

### Part 1. Contracts Management Duties

			Monitors management and performance of
Pre-award:			delivery orders/work assignments after award
Plans Procurements			Defines scope of work for work assignments
Estimates Costs			Approves payment requests of ACH drawdowns
Obtains funding commitments			Manages cost-reimbursement contracts
Prepares procurement requests			Reviews invoices
Writes statements of work			Inspects and accepts deliverables
Reviews statements of work			Other (list)
Processes unsolicited proposals			
Responds to pre-award inquiries			
Participates in pre-award conferences			Close-out:
Conducts technical evaluation of proposals			Writes reports on contractor performance, costs, and tasks performed
Participates in debriefing/protests			Reconciles payments with work performance
Other (lists)			Closes-out payments
			Performs cost accounting
Post-award:			Provides assistance to Contracting Officer in settling claims
Prepares delivery orders			Other (list)
Reviews contractor work plans			
Reviews contractor progress reports			
Monitors government-furnished property			Percentage of Time Spent on Contracts Management
Monitors cost, management, and overall technical performance of contract after award			%

*Continued*



<b>Part 2. Grants/Cooperative Agreements Duties</b>		X	Advises Grants Management Office of potential problems/issues
<b>Pre-application/Application:</b>			Participates in decisions/actions to ensure successful project completion and in decisions to impose sanctions
	Prepares solicitation for proposals		Approves payments requests or ACH drawdowns
	Identifies potential grantees for area of program emphasis		Reviews requests for modifications, additional funding, etc., and makes recommendations to Grants Management Office
	Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)	X	Negotiates amendments
	Provides administrative information to applicants	X	Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)
	Determines appropriateness of applicant's workplan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant	X	When necessary, recommends termination of the agreement
	Assists applicant in resolving issues in application		Resolves with Grants Management Office administrative and financial issues
	For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement	X	Conducts periodic reviews to ensure compliance with agreement
	Negotiates level of funding	X	Other (list) conducts administrative baseline, ULO review
	Conducts site visits to evaluate program capability		
	Serves as resource to Selection Panel	X	<b>Close-out:</b>
	Informes applicants of funding decisions	X	Certifies deliverables were satisfactory and timely
X	Other (list) Provide Technical assistance		Provides assistance to recipients and Grants Management Office to ensure timely close-out
			Reconciles payment with work performed
<b>Award:</b>		X	Notifies recipient of close-out requirements
	Prepares funding package, including Decision Memorandum		Obtains legal assistance if necessary to resolve incomplete close-out
	Obtains concurrences/approvals		If project is audited, responds to issues and ensures recipient complies with audit recommendations
X	Reviews/concurs in completed document		Other (list) Reconciles action; Enforcement team
	Establishes project file	X	
X	Other (list) Prepares Award documents, GS review checklist		
<b>Project Management/Administration:</b>			<b>Percentage of Time Spent on Grants/Cooperative Agreements Management</b>
X	Monitors recipient's activities and progress		
	Reviews reports and deliverables and notifies recipient of comments		75 %
	Provides technical assistance to recipients		
<b>Part 3. Interagency Agreements Duties</b>			
<b>Pre-Agreement:</b>			Monitors cost management and overall technical performance
	Plans and negotiates work effort		Participates in decisions about project modification/termination
	Estimates costs	X	Conducts periodic review of Superfund State Contracts payments receipts (Superfund only)
	Obtains funding commitments		Inspects and accepts deliverables
	Prepares commitment notice		Other (list) Conducts monitoring; ULO reviews
	Writes or reviews scope of work		
X	Responds to pre-agreement inquiries		
	Participates in pre-agreement conferences	X	
	Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)		<b>Close-out:</b>
	Negotiates and ensures execution of Superfund State Contracts (Superfund only)		Reviews final report
	Performs technical evaluation of work plan and budget		Decides on disbursement of equipment
	Prepares funding package and obtains necessary concurrences		Reconciles payments with work performed
	Other (list) Reviews work plan and Pos decisions memos		Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)
			Certifies deliverables
X			Resolves close-out issues with Grants Management Office/other agency
		X	Other (list) Prepares Close Out
<b>Project Management/Administration:</b>			<b>Percentage of Time Spent on Interagency Agreements Management:</b>
X	Reviews progress reports/financial reports		
			25 %

## FES Evaluation Statement

The following evaluation is based on the assumption that the duties and factor levels as stated in the PD are true and accurate as signed and certified by the immediate supervisor, Armina Nolan, Manager, Grants Administration Unit, and second-level supervisor, Julie Hagensen, Office of Management Programs.

<b>TITLE:</b> Grants Management Specialist	<b>SERIES:</b> 1109	<b>GRADE:</b> 12
<b>ORGANIZATION:</b> R10/Office of Management Programs/Grants Administration Unit		
<b>CLASSIFIER:</b>		<b>DATE:</b> 9/19/11

**REFERENCES:** Position Classification Flysheet for Grants Management, 1109, November 2010; Position Classification Standard for Contracting Series, GS-1102, TS-71 December 1983.

**SERIES:** The GS-1109 series includes positions which management, supervise, lead, or perform administrative business, policy, and analytical work involving: (1) the management, award, and/or obligation of funds for grants, cooperative agreements, and other related instruments and services such as discretionary and mandatory grants, using financial, administrative, business and negotiation procedures; (2) the competitive or non-competitive evaluation of grants proposals; and/or (3) the administration or termination, and/or closeout of grants and/or grants assistance and agreement awards.

The incumbent of this position is responsible for "cradle to grave" administrative management for a limited number of assistance agreements.

EVALUATION FACTORS	FLDS/POINTS	COMMENTS
1. Knowledge Required	1-7 1250 Pts	Knowledge of a wide range of concepts, principles, practices and methodology of Federal grants, cooperative agreements, and awards; and EPA programs relative to assistance programs sufficient to resolve complex problems. Knowledge of data base systems, specifically the Integrated Grant Management System and agreement management and administration of the various assistance/interagency agreement data. Knowledge of all Regional grant programs, policies, and procedures from pre-award through closeout. Knowledge of standard business methods and management practices and their application to the evaluation of grantee proposals. Ability to communicate effectively.
2. Supervisory Controls	2-4 450 Pts	The supervisor sets the overall objectives and resources available. The incumbent and supervisor, in consultation, develop priorities and other broad specifications for the work. Incumbent is responsible for planning and carrying out assignments; resolving conflicts which arise; coordinating the work with others; and interpreting policy on own initiative in terms of established objectives. Completed work is reviewed for soundness of overall approach, effectiveness in meeting requirements or producing expected results, the feasibility of recommendations, and adherence to requirements. The supervisor usually does not review methods used.
3. Guidelines	3-4 450 Pts	Policies and precedents are available but stated in general terms. Guidelines are often inadequate in dealing with problems, requiring ingenuity and

		originality in interpreting, modifying, and extending guides. Incumbent uses resourcefulness, initiative, and judgment based on experience to deviate from or extend traditional methods and practices in developing solutions to problems where precedents are not applicable. Incumbent modifies, adapts, and/or refines broader guidelines to resolve specific complex and/or intricate issues and problems.
<b>4. Complexity</b>	4-5 325 Pts	Assignments are diverse and require different and unrelated processes or methods. Work involves investigating performing a variety of grants management duties that require many different and unrelated processes, methods, and problem solving techniques common to the discipline. Incumbent uses considerable judgment to plan the sequence, direction, and progress of work; and or modify standard methods, practices, or techniques or existing guides to address current and evolving problems or issues. Decisions are based on analysis of alternatives, adaptation or modification of procedures, or resolution of incomplete or conflicting program or grantee data.
<b>5. Scope &amp; Effect</b>	5-4 225 Pts	The purpose of the work is to provide administrative guidance on complex or unprecedented issues, unusual conditions, problems or questions relating to grants and agreements. Work involves investigating, analyzing, and evaluating problems and situations involving a wide variety of circumstances or unusual conditions; developing new or improved techniques, criteria, or alternatives to meet requirements involving specific grants, research problems, and issues; and or assessing program effectiveness. The work affects a wide range of agency activities or fundamental matters with potential for far-reaching scope or impact.
<b>6. Personal Contacts</b>	6-3 see #7	Contacts include other agencies, contractors, private industry, and public groups, who are likely to embrace points of view and positions that differ from those of the Agency in fundamental ways. Their objectives are likely to differ from program requirements and there may be elements of an adversarial relationship or other obstacles to overcome. This requires greater initiative and persistence in maintaining good working relationships.
<b>7. Purpose of Contacts</b>	7-b 110 Pts	The purpose of contacts is to plan, coordinate, or advise on work efforts, or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.
<b>8. Physical Demands</b>	8-1 5 Pts	Work is primarily sedentary, although walking, bending, or lifting may be required during field visits.
<b>9. Work Environment</b>	9-1 5 Pts	Work is performed in an office setting although some field visits may be necessary.
<b>Total Points: 2820 Points</b>		<b>Conversion: 2755-3150 = GS-12</b>

Applied the new Grants Management Series, 1109, November 2010.